

CEA



CAREER EXECUTIVE ASSIGNMENT

The Department of Justice is committed to providing Equal Opportunity to all regardless of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious or Political Affiliation, Age, or Sexual Orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: Department of Justice

POSITION TITLE: Chief, CEA I
Office of Community and Consumer Affairs
(Limited Term - 18 Months)

POSITION LOCATION: Oakland

FINAL FILING DATE: February 18, 2005

DUTIES/RESPONSIBILITIES:

In conjunction with the Attorney General and under the direction of the Chief Assistant to the Attorney General (Chief Assistant), the Chief, Office of Community and Consumer Affairs, will be responsible for planning, implementing, coordinating, and evaluating the Department of Justice Consumer Education and Fraud-Prevention Program. The position represents the Attorney General at meetings of state and local consumer services, crime prevention organizations, and the Legislature. Extensive interface will be required of this position in relation to attorney and management staff in various California state departments and agencies, local law enforcement agencies, and federal agencies, as well as community consumer and other advocate groups.

EXAMINATION INFORMATION

The examination process will be as follows:

An application screening process will be conducted by a departmental evaluation committee which will evaluate all applicants on the basis of the qualifications listed in this announcement. Those individuals considered most qualified may be interviewed.

Chief, CEA I

Final Filing Date: February 18, 2005

Minimum Qualifications:

Applicants must be state employees with permanent California State Civil Service status or meet the criteria of Government Code Sections 18990 or 18992 and satisfy the following minimum qualifications as follows:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

KNOWLEDGE OF: The organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administrations, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving principles and practices of policy formulation and development; personnel management; techniques of the department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

ABILITY TO: Plan, organize, and direct the work of multi disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteer; in State service, other government settings, or in a private organization.

The results of this examination may be used for subsequent vacancies in this class within the next 12 months.

All interested applicants must complete a Standard State Application (Form 678) and specify the location for which you are applying. Submit the completed application and resume to the Department of Justice address listed below.

(Mailing Address)

Department of Justice
Testing and Selection Office
Attn: Cheryl A. Hernandez
P.O. Box 944255
Sacramento, CA 94244-2550

(File in Person)

Department of Justice
Testing and Selection Office
Attn: Cheryl A. Hernandez
1300 I Street, 12th Floor
Sacramento, CA 95814

Questions regarding this examination should be directed to Don Hayashida at (916) 324-5043 (ATSS) 454-5043.